



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 15614 - Partnership & Liaison Officer - GS-14

**Salary Range:** \$94,796 - \$145,629 (not applicable for detailees)

**Vacancy Open Period:** 7/25/2017 – 7/25/18

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** PE/IS&EP

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees.



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## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

**PARTNER ENGAGEMENT COMPONENT MISSION** The mission of the Office of the Assistant Director of National Intelligence for Partner Engagement (ADNI/PE) is to “Advance partnerships and responsible intelligence and information sharing to enhance decision-making” while we lead and effectively manage a diverse and highly skilled workforce; strengthen partnerships to enable integration, promote mutual understanding, and support accountability; promote interoperable capabilities to drive intelligence and information sharing while protecting privacy, civil liberties, and civil rights; optimize intelligence and information sharing to identify and address threats and opportunities; and develop and implement repeatable business practices to support PE decision making and achieve mission performance.

## Major Duties and Responsibilities (MDRs)

- Coordinate, plan, and perform intelligence information review and release activities for the Office of the Director of National Intelligence (ODNI) to ensure accurate, timely, relevant, and complete responses to public, executive, legislative, or judicial requests.
- Perform complex, of high importance intelligence information analysis and make extensive recommendations for information review and disclosure/release of such information; plan for and coordinate quality control reviews for products leaving the ODNI.
- Develop and implement strategies to identify information protection issues and problems, including those resulting from unauthorized disclosure, inadvertent release, declassification, and the collective mosaic effect of release and mitigate those issues and problems; provide key input and extensive knowledge to position papers when executive-level decisions are required.
- Provide extensive and thorough guidance on information review and release issues to colleagues and co-workers, and mentor and educate junior analysts to improve their information review and release knowledge and capabilities.
- Plan, coordinate, and document information review and release determinations within the ODNI and, as appropriate, with other government agencies; participate in inter- and intra-agency information review and release forums and represent the
- ODNI as needed.
- Promote knowledge and understanding of existing information technology (IT) used in the declassification review business area, as well as new innovations and developments in IT tools and processes.
- Plan, develop and communicate policies, guidelines, and procedures that support information sharing with partners (foreign, military, private sector, etc.) and provide a framework for managing the relationships between partners.
- Apply extensive knowledge of project management methodologies to information review and release needs.



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- Plan, develop, and implement strategies to identify shortcomings and inefficiencies in existing processes and suggest system development improvements; plan and oversee the implementation of search strategies for ODNI records.

## **Mandatory and Educational Requirements**

- Extensive knowledge of and demonstrated ability to apply Freedom of Information Act, Privacy Act, Executive Order (EO) 13526, ODNI policies and procedures governing the information review and analytic methodologies to conduct foreign disclosure and/or release activities.
- Demonstrated experience implementing policies and procedures related to classification, control markings, and declassification.
- Extensive knowledge of the ODNI's structure and history, including mission and business functions; considerable knowledge of ODNI search and retrieval technologies and methodologies.
- Demonstrated negotiation, influencing, and conflict management skills; extensive experience resolving complex, cross- component and cross-program issues; extensive experience implementing highly visible information review and release activities.
- Demonstrated customer service skills and ability to anticipate and respond to customers' needs in a manner that provides added value and generates customer satisfaction, even in situations in which the outcome is not what the customer desired.
- Demonstrated oral and written communication skills and ability to express complex and at times controversial ideas, explanations, and concepts in a manner appropriate for the audience (one-on-one, small groups, etc.) using a variety of formats (e-mail, counseling, briefing, etc.).
- Extensive knowledge and experience in balancing competing work requirements to ensure that priorities and deadlines are met; demonstrated problem solving skills and the ability to identify complex problems, a range of options, and preferred courses of action.
- Demonstrated highly developed interpersonal skills, as evidenced by effective working relationships with colleagues and managers; demonstrated ability to work effectively as a team member; demonstrated ability to understand the differences in roles to build team cohesiveness, reach consensus, and achieve team goals; share information, knowledge, and information with the team.
- Demonstrated ability to communicate complex information clearly, concisely, and in a manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.

## **Desired Requirements**

- n/a



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## Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and [hoylegr@dni.ic.gov](mailto:hoylegr@dni.ic.gov) (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and [hoylegr@dni.ic.gov](mailto:hoylegr@dni.ic.gov) (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3811; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL**



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**ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**